

Record of operational decision

Decision title:	To appoint a design and professional services team to support delivery of the Shirehall Library and Learning Centre project.
Date of decision:	20 May 2024
Decision maker:	Director for Community Wellbeing
Authority for delegated decision:	<p>The authority for this decision is set out in the key decision below:</p> <p><u>Decision - Review Of The Full Business Case For The Shirehall As A Location For The Future Of Hereford City Library - Herefordshire Council</u></p> <p>a) Cabinet approves the Shirehall as the location for Hereford Library and Learning Centre (HLLC);</p> <p>b) The full business case (FBC) be submitted to the Stronger Towns Board with a request to transfer the funding associated with the Maylord Orchards project to Shirehall;</p> <p>c) Subject to recommendations (a) and (b), the Stronger Town grant be accepted with permission to spend the full budget allocation of up to £3.005m with all operational decisions to progress the project to conclusion delegated to the Corporate Director Community Wellbeing in consultation with the Cabinet Member for Community Services and Assets and the Deputy s151 Officer.</p>
Ward:	Central
Consultation:	The procurement strategy has been presented via briefings to Cabinet and to the Cabinet Member for Community Services and Assets, and has been approved by the s151 Officer.
Decision made:	<p>To award a contract to Mace Ltd for core design and professional support services through RIBA stages 3-6 in order to support the delivery of the new Library and Learning Centre within the Shirehall (excluding the specialist fit-out design which will be procured separately). The appointment to be made in line with council procurement rules using the North-West Framework, and secured under the NEC4 standard form of contract for professional services.</p> <p>To commission such surveys and site investigations that may be necessary to inform the design process.</p> <p>To appoint a Principal Designer to satisfy both CDM and Building Regulation requirements incumbent on the council.</p> <p>The Senior Project Manager be authorised to manage and spend the budget and contingency allocated to the services within scope of this decision, in consultation with the Senior Responsible Officer, the Project Board and other specialist officers within the council as relevant.</p>

Reasons for decision:

Key decisions have been taken and capital budgets approved to progress phase 1 of the Shirehall refurbishment, along with the fit-out of a new Library and Learning Centre within the refurbished shell as part of the Stronger Towns grant programme.

In order to proceed with this at pace and secure the operational building as soon as is practicable it is necessary to further develop previous investigation and design work to complete first a RIBA stage 3 level of design, and then the more detailed RIBA stage 4 design and statutory approval. The design process will feed into the procurement for a construction contractor and the subsequent construction phase.

A separate operational decision was taken on 10 April 2024 to proceed with the appointment of Mace Ltd for services in connection with the Shirehall refurbishment. Some elements of the services being commissioned however will also span across the library project and will be funded from the library budget accordingly. These primarily include:

- Design for building work as part of the wider refurbishment project which is in response to the needs of the library,
- Co-ordination of the library fit-out design with the wider building design,
- Technical oversight of the construction phase encompassing both library and wider refurbishment works and
- Quantity surveying and contract administration services, which will also span across both elements.

This decision links with the operational decision of 10 April 2024 and is taken in order to exercise delegated authority given by the cabinet decision of 26 October 2023 to approve the expenditure from the Library budget.

The financial summary below sets out the expenditure approved in total for these services, and in column 3 the sums relating to the Library and Learning Centre, which are the subject of this decision.

Financial Summary:

	Shirehall Phase 1	Library	Total
Multi-discipline services – RIBA stage 3 – functional design	£229,795	£41,250	£271,045
Multi-discipline services – RIBA stage 4 – detailed design	£339,002	£61,250	£400,252
Multi-discipline services – RIBA stage 5 - construction	£111,504	£47,875	£159,379
Multi-discipline services – RIBA stage 6 - handover	£3,068	£1,315	£4,383
Principal Designer appointments RIBA stages 3-6	£15,200	£3,800	£19,000
Allowance for surveys and investigations	£40,000	£10,000	£50,000
HC Project Management	£100,000	£50,000	£150,000
Contingency sum	£50,000	£15,000	£63,284
Total:	£888,569	£230,490	£1,119,059

Equality Considerations	The design process will take account of both statutory requirements under the Equalities Act and the views of local user groups where appropriate.
Highlight any associated risks/finance/legal/equality considerations:	Risks associated with market conditions, material and labour cost increases and the emergence of as yet unidentified building defects are considered and regularly reviewed within the live project risk register.
Details of any alternative options considered and rejected:	Commission professional services for the Library and Learning Centre separately to those for the refurbishment. This option would not be practical or cost-effective. The design works for the wider refurbishment are inexorably linked to those works necessary to create a suitable shell for the library and it would not be practical to separate them. There would also be a loss of co-ordination by having separate professional teams supporting what will ultimately be one building project, as well as being more costly.
Details of any declarations of interest made:	None

Signed..

Date: 20/05/2024

Please ensure that signatures are redacted before publishing.